

# CITY OF TUCSON CERTIFICATE OF OCCUPANCY PLAN REVIEW CARD

APPLICANT NAME			ACTIVITY #		TYPE OF BUSINESS	
ADDRESS			PROJECT ADDRESS			
CITY	STATE	ZIP	NAME OF BUSINESS		SQ FT	
PHONE			BUSINESS PHONE			
EMAIL:						

## FOR OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE

Type of Occupancy:	Occ Class	Construction type:
Occupancy Load and SQ FT:	Zoning:	Change of Use   Y   N   Use:

### STRUCTURAL

	YES	NO	INITIAL/DATE	YES	NO	INITIAL/DATE	YES	NO	INITIAL/DATE
BLDG									

COMMENTS:

Will this require a Provisional or Application C of O   Y   N   Application:   Provisional:

Baseline Depiction allowed:   Y   N   SITE:   FLOOR:   Signed Affidavit?   Y   N

### ZONING

	YES	NO	INITIAL/DATE	YES	NO	INITIAL/DATE	YES	NO	INITIAL/DATE
ZONING									

COMMENTS:

Will this require a Provisional or Application C of O   Y   N   Application:   Provisional:

Baseline Depiction allowed:   Y   N   SITE:   FLOOR:   Signed Affidavit?   Y   N

### HEALTH DEPT.

	YES	NO	INITIAL/DATE	YES	NO	INITIAL/DATE	YES	NO	INITIAL/DATE
HEALTH									

The Provisional Certificate of Occupancy shall include a written description of the work required, and a signed affidavit acknowledging these requirements. A bond and/or assurances may also be required as described in section 110.3 as a condition for issuance. The Building Official may base the determination to issue a Provisional Certificate of Occupancy upon a Baseline Site Depiction. This is a rendering of the existing floor and site layouts, drawn to scale and fully dimensioned, and having the required minimal elements for review as established by the Building Official. A Provisional Certificate of Occupancy is subject to suspension or revocation as provided in Section 110.4.

The Application C of O acknowledges that the issuance of a C of O cannot be construed as an approval of an International Building Code or City of Tucson Code Violation. See 2006 International Building Code Sec. 110.1; and, the Zoning compliance review for the certificate of application was limited to determining whether the use is a permitted use in the underlying zone where the property is located; and, that there has not been a full review for compliance with the requirements of the Tucson Code Chapter 23, Land Use Code ("LUC"); and, that I/we may be issued a citation if the LUC violation is discovered.

This document will serve as verification that a Certificate of Occupancy has been applied for. It in no way acknowledges that the applicant is approved for this space-only that a review is in process. If any corrections need to be made, all items must be complete prior to the issuance of a Certificate of Occupancy

Fees added 2/10/10:

Archive fee of \$16.50

Temporary Certificate of Occupancy \$500.00 (non-refundable) plus the cost of remaining inspections. A posted bond is still required.

**The Pima County Food Code is made in two parts:** Ordinances that are specific to Pima County and the Arizona Food Code, adopted in 2002.

Per the Pima County Code Section 8.04 – All Regulated Food establishments require Plan Review, Health Officer's approval and Permits. ***Consumer Health & Safety conducts plan review through the Pima County Development Services.*** Prior to starting a permit in the City of Tucson Planning and Development Services department, a Health department Permit must be started .

For more information go to [www.pimahealth.org/healthfood/index.asp](http://www.pimahealth.org/healthfood/index.asp) or call them at 520-740-6490.

**Examples of Facilities Requiring Plan Review from the Pima County Health Department are shown below.**

In addition to the facilities below, any facility that stores, prepares or serves food, regardless of whether a fee is charged or not, requires a health plan review for a "food establishment."

***Below are examples of types of businesses that require Consumer Health & Safety plan reviews through the Pima County Development Services:***

- Adult Amusement Establishments
- Adult Day Care Health Providers (10 or more clients)
- Assisted Living Centers
- Bakeries and Tortilla Makers
- Bed and Breakfast and Inns
- Beverage Bottlers
- Bottled Water Providers
- Cafeterias
- Campgrounds
- Children Camps
- Caterers
- Catered Feeding Sites
- Central Kitchens of Multi-Site Operations
- Child Care Centers
- Coffee Shops
- Coffee Roasters
- Common Area Kitchens of Family/Communal Housing
- Community Food Banks and Distribution Sites
- Convenience Stores
- Drug Stores or Pharmacies with Food
- Flour Mills
- Food Gift Basket Businesses
- Food Processors and Manufacturers
- Warehouses and Distributors
- Herb and Spice Purveyors
- Homeless Person Feeding Operations
- Vendors
- Mobile Home & RV Parks
- Feeding Programs
- Hotels
- Ice Plants
- Juice Bottlers
- Meat Markets
- Motels
- Natural Food Stores
- Non-Residential Pools and Spas
- Retail Stores with Food Products
- Sandwich Shops
- Skilled Nursing Facilities
- Supermarkets
- Thrift Stores with Food Products
- Vending Machines Holding Perishable Foods